

Nashville District
Human Resources Newsletter
“News You Can Use”
Issue 01-09-04
1 September 2004

The purpose of this newsletter is to keep Nashville District employees informed about personnel issues, concerns, and topics. You are encouraged to review the information and disseminate to your organization. If there are particular areas of interest that you would like to see addressed in future issues, an article of general interest, or general comments, please contact John Restey at 615-736-5538 or John.G.Restey@lrn02.usace.army.mil.

Coming Events:

**FEGLI (Federal Employee Group Life Insurance)-
OPEN SEASON—1 SEPT-30 SEPT 2004**

General News:

LEAVE YEAR REVIEW

Employees, you need to take inventory now for the scheduling of your “use or lose” annual leave so that leave will not be forfeited at the end of the leave year. The leave year will end on the day immediately before the first day of the first full biweekly pay period in the new calendar year. For 2005, the first full biweekly pay period begins on January 9, 2005. Employees may carry over to the next leave year a maximum amount of accrued annual leave (240 hours for most employees). “Use or lose” annual leave is the amount of accrued annual leave that is in excess of the employee’s maximum annual leave limitation for carry over unto the next leave year or they will “lose” (forfeit) it. An agency may consider restoring annual leave that was forfeited due to an exigency of the public business or sickness of the employee only if the annual leave was scheduled in writing before the start of the third biweekly pay period prior to the end of the leave year.

ACCURAL RATES

Employee Types Less than 3 yrs svc 3 yrs but less than 15 yrs svc 15 or more yr svc

Full-time	4 hrs per pp	6 hrs per pp (except 1 ¼ hrs in Last pay period)	8 hrs per pp
Part-time	1 hr AL for each 20 hrs in a pay status	1 hr AL for each 13 hrs in a pay status	1 hr AL for each 10 hrs in pay status.

Talk with your manager about scheduling your leave.

Health and Benefits:

FEGLI 2004 Open Season Begins Today!

The FEGLI 2004 Open Season starts today (September 1)! Celebrating the 50th Anniversary of the Federal Employees' Group Life Insurance (FEGLI) Program, this Open Season allows eligible employees the opportunity to enroll in the FEGLI Program or change their FEGLI coverage WITHOUT answering any medical questions, having a physical examination, or providing marriage or birth certificates.

As the U.S. Office of Personnel Management Director, Kay Coles James, said,

“While no one likes to think about the need for life insurance, we all want to be sure our loved ones are financially protected – to the best of our ability – should something happen to us. This life insurance is a cost-effective way to achieve that goal.”

Here are some advantages of the FEGLI Program and this Open Season:

- Group premiums and payroll deduction
- No age restrictions
- Free Extra Benefit automatically included in Basic for enrollees under age 45
- No medical questions to answer; no physical examinations
- You can elect coverage up to the maximum available – no restrictions

Visit www.fegli2004.opm.gov for additional information.

Please note that new coverage elected during this Open Season has a delayed effective date. The website contains details.

Remember – this FEGLI 2004 Open Season ends on September 30, 2004.

Food for Thought: